

## 13.2 RUN ADJUSTED ITEMS

### Introduction

Before running the adjust program to generate adjusted item data, be sure:

1. The adjustment *formulas* have been defined (in the Derived module), and/or the *parameter file* containing the adjustment factors for the items to be adjusted has been created.

NOTE: See Section 13.1 for an explanation of when to use a formula and when to use an adjustment factor for calculating the value of an adjusted item.

2. If you are using a parameter file containing the item adjustment factors, be sure that your production programmer has stored it in PARMLIB.ADJFCTRS.
3. You have the proper privileges. Only users with RUNPRIV = “P” can run the adjust program.

Once these 2 steps have been taken, you are ready to run the adjust program to generate values for the adjusted version of the item data. The adjust program is a batch program that is run using a script. It can be scheduled to run at a specific time.

The values calculated for the adjusted items are stored in the adjusted field of the item file, DATA00.ITyyyypp.

### Accessing the Screen

- Click on the RUN PROCESSES button from the StEPS Main Menu.
- Click on the DERIVED button from the Run Processes Menu to display the following:

NOTE: You may also access this screen by clicking on the GOTO p-menu from the Derived Item Definition menu and selecting the “Run Derived Items” option. The screen shown in Figure 13.2.1 will display.

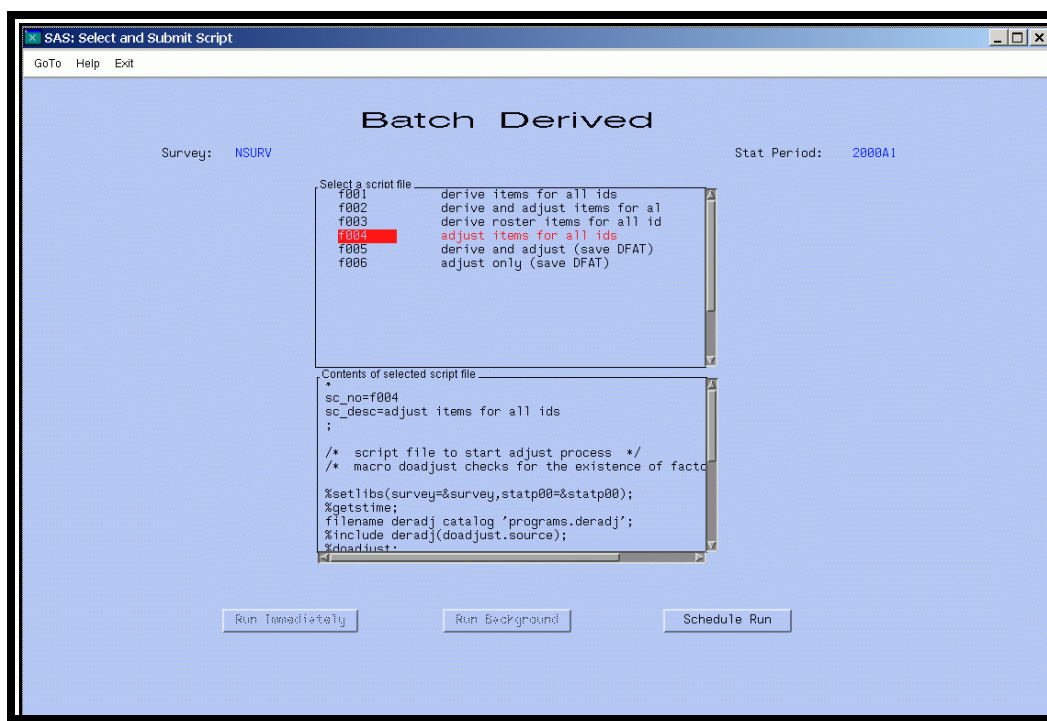


Figure 13.2.2 Run adjust screen with script selected

## Screen Features

- Select a script file. A list of available script files is displayed in the box at the top of the screen. Click on the script you wish to run.

**NOTE:** StEPS provides 6 standard script files: derive items for all ids, derive and adjust items for all ids, derive roster items for all ids, adjust items for all ids, derive and adjust (save DFAT) and adjust only (save DFAT). The last two options save the FAT file that is created when the script files runs. These script files are stored in PARMLIB.dgsfxxx.sas, where “xxx” indicates a unique script number. The adjust program will NOT run without a script file.

- Select the “adjust” script if you wish to calculate only the adjusted version of the item data. Select the “derive and adjust” script if you wish to calculate both the derived items for your survey (see chapter 7) and the adjusted values of the items.
- After you select a script file, the contents of the script file selected will display in the bottom box (Figure 13.2.2).
- Click on the SCHEDULE RUN button to continue. (Adjustments for all ids must be run in batch mode. They cannot be run interactively or in background.)

NOTE: When running the adjust program on large surveys, you may want to schedule it to run in the evening, so that users currently processing data for that survey will not be impacted.

- You will be prompted to enter the date and time that you want the adjust program to run (Figure 13.2.3):

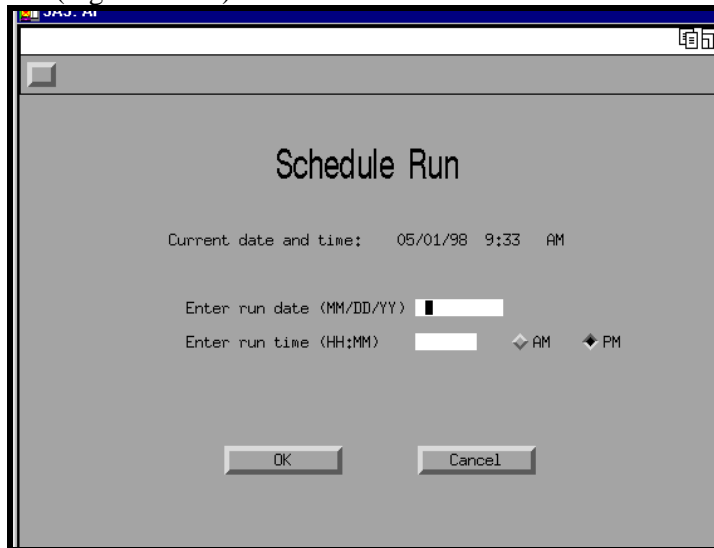


Figure 13.2.3 Schedule Run Screen

- Enter the run date in MM/DD/YY format, where ‘MM’ = month, ‘DD’ = day, and ‘YY’ = year. You may not enter a date that has already passed.
- Enter the run time in HH:MM format, where ‘HH’ = hour and ‘MM’ = minute. Also indicate “AM” or “PM”.
- Click on “OK” to schedule the run. A confirmation message will display, verifying the date and time specified for execution of the adjust program.
- Once the adjust program has run:
  1. *Adjusted* values for the items are updated in the item data file. (DATA00.ITyyyypp)
  2. For those items that are not adjusted, the *edited* value of the item will simply be copied into the *adjusted* field.
  3. A record will be inserted into the survey’s production log file to indicate that the batch run has been completed. The log will indicate the start time that the adjust program began executing, the end time, and the elapsed time. The module name will be “ADJUST”.

NOTE: Access the production log screen via the MIS button from the StEPS Main Menu.

4. If you would like to receive an e-mail notification when the adjust program has completed, you can specify this in the “cc:Mail data set screen”. To do this:
  - a. Click on the SURVEY SPECIFICATIONS button from the StEPS Main Menu.
  - b. Click on the OTHER SPECIFICATIONS button from the Survey Specifications menu.
  - c. Select the “View/Update cc:Mail Dataset” option.
  - d. Follow the instructions provided on the screen to add or update information in this file. (See chapter 2.6, “View/Update cc:Mail Data Set” for detailed instructions on using this screen.)

### **P-Menus**

<b>P-menu</b>	<b>Options</b>	<b>Function</b>
GOTO	<For future use - currently no options available>	
HELP	Derived/Adjust Item Batch Help (F1) WhoamI (F7)	Display help information on running the adjust program. Display user default and systems information.
EXIT	StEPS Main Menu (Home) Exit (F3)	Return to StEPS Main Menu. Exit to previous screen.